

MISSION STATEMENT

The mission of Fellowship Christian Academy is to provide a superior education in a nurturing Christian environment that enables children to reach their highest academic potential and apply a Biblical worldview to every area of life.



Kingdom Education for the 21st Century

Phase I **ENROLLMENT APPLICATION**

PHILOSOPHY

The philosophy of education at Fellowship Christian Academy is rooted in the Biblical teachings of Jesus Christ, who took everyday, ordinary people and transformed them and their communities to achieve extraordinary results. We will challenge every student to reach his or her highest spiritual and academic potential.

APPLICATION INFORMATION & INSTRUCTIONS

Fellowship Christian Academy is pleased that you are applying for admission. Please feel free to call the Office of Admissions at 214.672.9200 ext. 9249 or via e-mail: fca@ocbfchurch.org, should you have any questions during the admissions process.

Admissions occurs periodically throughout the course of the year. The admission application responses include acceptance, probationary admission, or denied admission at this time. Fellowship Christian Academy does not keep a waiting pool.

Non-Discriminatory Policy

Fellowship Christian Academy does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its' educational policies, admissions policies, financial aid program, and athletic and other school-administered programs.

Evaluation Criteria

All students seeking admission to the Early Childhood Program through 8th grade are evaluated based upon the outlined admission criteria. All **Early Childhood through grade 8 students** and parents/guardians are required to interview with the program director. **Prospective Early Childhood students** are not tested. **All new students entering grades 1 through 8 must score at the 60th percentile or above in reading and math** on the entrance test, and **Kindergarten students must score at the 50th percentile or above** on the entrance test in order to be accepted as a student at FCA.

Submit the Application Form (Including checklist materials)

Please submit the application and required documentation for admissions in a single, oversized envelope to Fellowship Christian Academy, Attn: Director of Enrollment, 1821 W. Camp Wisdom Road., Dallas, Texas 75232 or via online scan to fca@ocbfchurch.org

An \$94 non-refundable application processing fee (money order or cashier's check; no personal checks) per applicant payable to FCA must be placed in the **Tuition Box** outside of the front office or paid online. Please do not mail this payment with your application packet. Incomplete applications for admissions will not be considered (the application is not considered complete without the application processing fee per applicant. It is the responsibility of the parent/guardian to complete the admissions requirements outlined in the checklist.

School Records and Testing

Parents of applicants for grades **K through 8** must have the students' current school send copies of all pertinent records, including current and previous years' grades and/or comments, to FCA. Parents **must give the Records Release Form** to an official at the applicant's current school. The appropriate person in the office of the registrar then submits the complete school record to FCA.

Parent/Guardian Interview

A Parent/Guardian interview with the Program Director or other designated faculty member must be scheduled with the Director of Enrollment. All required documents must be submitted prior to scheduling an interview. Parent/guardian interviews are required as part of the admissions process, and we ask that both parents and/or guardians attend when possible. All children applying to FCA **must be present for the interview**. If the student is not present the interview will not be held.

Registration Deadlines & Notification Dates

Applicants must register with the Director of Enrollment for available testing and parent/guardian interview dates.

FCA encourages candidates to complete the application and admissions requirements well before Feb 28th. Applications received after Feb 28th are welcome and are considered based on space availability. The early registration discount extends through the last Friday in February. To be eligible, the Parent Finance meeting must be scheduled by that date.

The Admissions Committee will meet and evaluate test scores (not required for Early Childhood) and all other pertinent documents and information submitted for review as a part of the admissions process. Once the committee reaches a decision regarding acceptance of a student, the parents/guardians will be notified within two weeks of the official interview.

Summer Sessions for Early Childhood & STEAM Campers begin the first full week of June. We will be offering a STEAM camp for students in grades K-8th only (grade is according to their current school year level).

Parent Orientation sessions are held in August prior to the start of school in order to notify you of teacher/classroom assignment and an opportunity to meet all teachers and ask any questions. We ask that all parents attend this event, according to their designated day. Vendors and school program directors/coordinators will also be available to share information.

Tuition Policy

Upon notification, parents/guardians of accepted students will be scheduled to meet with the Financial Service Office to enroll in one of three payment options: (1) Monthly payment through **SMART TUITION** (2) Annual payment to FCA, or (3) Semi-annual payment to FCA. In preparation to meet with the Financial Service Office, parents/guardians are asked to bring a money order or cashier's check (**no personal checks**) for registration, academic materials, and activity fees or paid via Smart Tuition. **Tuition payments begin August 3rd.** (*Please refer to Tuition/Financial Policies for further details outlined in the Financial Information Sheet.*) Please note that **enrollment into FCA is not complete until tuition arrangements are cleared by the Financial Service Office.**

Application Phases

The application process involves two phases:

Phase I - parent/guardian will provide general demographic information related to each student seeking enrollment, and include all pertinent documents that will inform the decision for acceptance.

Phase II - once a student has been accepted for admission, the parent/guardian will submit viable identification and health records, as well as all permissions for participation, access and use of any/all school matters.

Annual Physician's Statement

- Note: The Annual Physician's Statement must be completed, signed by a physician and parent/guardian then returned to the Nurse on or before the first day of August via the front desk. All Medical Information Forms should be returned to the Front Desk.
-

ENROLLMENT APPLICATION

ENROLLMENT CHECKLIST

The following items must be read, completed, signed, and received in our office at the time of application to be considered for admissions for the **JUNE/AUG/ASAP** 20_____ - 20_____ school year. *(Please check each item on the checklist that has been reviewed and completed and return this page.)*

Student's Name

Student's DOB

PHASE I - FORMS (Elementary & Middle School)

*Completed forms/required information **must be submitted** prior to the **Testing and/or Parent/Guardian Interview**.

- Enrollment Application for Admission
Enrollment Application & Agreement (Contact info., Photo Release Terms, Acknowledgment of Handbook Policies, Acknowledgment of Sycamore/Parent Portal for School information, Parent Survey.)
- Application Processing Fee (**No personal checks**)/proof of online payment receipt
- Emergency Contact Info.
- Parent Questionnaire
- Student Questionnaire (3rd through 8th grade applicants only)
- Parent, Student, Teacher Contracts
- Student Records Release Form (K-8 Only)
- *Reading Teacher's Student Evaluation Form (K-8 Only)
- *Mathematic Teacher's Student Evaluation Form from the student's current school (K-8 Only)
- *Principal/Counselor's Student Evaluation Form from the student's current school (K-8 Only)
(*Please note that both the Teacher and Principal/Counselor evaluation forms must be submitted by an official from the students' current school.) (K-8 Only)
- Previous and/or Current School Year Report Card
- Previous and/or Current School Year Test Scores

PHASE II - COPIES NEEDED FROM PARENT/GUARDIAN to complete enrollment process

- Birth Certificate
- Social Security Card
- Current Immunization Record
- Proof of Health Insurance Coverage (See Parental Authorization, Consent, & Release)

FORMS (Elementary & Middle School)

- Commitment of Parent
- Photography Authorization
- Parental Authorization, Consent and Release
- Acknowledgment of Handbook
- FCA Region 10 Survey
- Acknowledgment of Sycamore Parent Portal
- Commitment of Student
- Permission to Treat, Transport, and for Water Activities
- Enrollment Notice
- Acceptable Use Policy (AUP) Agreement for Technology (Parents of All Students)
- Laptop Agreement for students entering Grades 6 through 8
- Annual Physician's Statement (Medical form)/Allergy Alert
- Updated Immunization Record (any additional records post enrollment)
- Allergy Alert
- Field Trip Acknowledgment
- Sample Memorandum of Understanding (MOU)
- _____ I will schedule a Parent Interview with the Office of Enrollment once emailed (Note: Walk-in appointments will not be allowed).
- Yes, I have read required information, completed and returned all of the required forms and fees.**

Parents, your child will not be considered for admissions until all of the above forms are completed and received and all applicable fees have been paid in full. INCOMPLETE PACKETS CANNOT BE ACCEPTED.

Signature of Parent or Guardian

Date

ENROLLMENT APPLICATION

FOR OFFICE USE ONLY: ADMISSIONS DATE: _____ ENROLLMENT DATE: _____

(PLEASE PRINT CLEARLY)

Date of Application: _____ For School Year: _____ For Grade: _____

Applicant's Name: _____
(Last) (First) (Middle)

Male Female Birth Date: _____ Age: _____ Social Security #: _____

Present Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Family's E-mail: _____

Ethnicity (U.S. Government and Accreditation Agencies Required Data):

African American Asian American Caucasian Hispanic/Latino Native American
 Middle-Eastern American Multi-Racial (Please specify): _____
 International (Please specify): _____

Parent/Guardian Information

Parent(s) are: Married Separated Divorced Single
 Father Remarried Mother Remarried
 Natural Father Deceased Natural Mother Deceased

Applicant is living with: Both Parents Mother Father Other (specify): _____

Who will be the person responsible for tuition and fee payments to FCA?

Full Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

To what address should the tuition statement be mailed?

Full Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

ENROLLMENT APPLICATION

Guardian or Parent / Father

(PLEASE PRINT CLEARLY)

Full Name: _____ State D.L. / I.D. #: _____
(Last) (First) (Middle)

List as Emergency Contact/Authorized Pick-up person? Yes No

Note: If there is a Court Order (legal documentation) which disallows biological parent(s) from picking up a child at school, then a copy of such must be on file at the school

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

Email Address: _____ Cell Provider: _____

Employer: _____ Occupation / Position: _____

Business Address: _____
(Street) (City) (State) (Zip Code)

Business Phone #: _____ Hours: _____

Step Father's Full Name - (if applicable): _____ State D.L. / I.D. #: _____

Guardian or Parent / Mother

(PLEASE PRINT CLEARLY)

Full Name: _____ State D.L. / I.D. #: _____
(Last) (First) (Middle)

List as Emergency Contact/Authorized Pick-up person? Yes No

Note: If there is a Court Order (legal documentation) which disallows biological parent(s) from picking up a child at school, then a copy of such must be on file at the school

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

Email Address: _____ Cell Provider: _____

Employer: _____ Occupation / Position: _____

Business Address: _____
(Street) (City) (State) (Zip Code)

Business Phone #: _____ Hours: _____

Step Mother's Full Name - (if applicable): _____ State D.L. / I.D. #: _____

To what other schools is this child applying? _____

Has applicant applied to Fellowship Christian Academy prior to this year Yes No what grade(s)? _____

Has diagnostic testing been recommended? Yes No by whom? _____

ENROLLMENT APPLICATION

Other children in family *(please give names, ages, school they are currently enrolled in).*

1. Name: _____
(Last) (First) (Middle)

Age: _____ School: _____

2. Name: _____
(Last) (First) (Middle)

Age: _____ School: _____

3. Name: _____
(Last) (First) (Middle)

Age: _____ School: _____

Are any of these children applying to FCA? _____

Emergency Contact's Name(s) and Address:

Relationship to student other than parent or guardian: _____

Emergency Contact's Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

Relationship to student other than parent or guardian: _____

Emergency Contact's Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

Emergency Contact's Name(s) and Address:

Relationship to student other than parent or guardian: _____

Emergency Contact's Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

Relationship to student other than parent or guardian: _____

Emergency Contact's Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip Code)

Home Phone #: _____ Cell Phone #: _____

ENROLLMENT APPLICATION

How did you hear about FCA?

OCBF Bulletin Social Media Radio Billboard Website Newspaper/Magazine

OCBF Member (Name): _____

Parent(s) of FCA Student: Parent & Student Names: _____

Other: Who may we thank for the recommendation? *(Please provide name, email address, contact #)*

Name: _____
(Last) (First) (Middle)

Email Address: _____ Contact Phone#: _____

Church Information (PLEASE PRINT CLEARLY)

Are you a member of OCBF? ___Yes ___No

If, not, name of local church where you are a member or in current fellowship (give name and location):

Church Name: _____

Church Address: _____
(Street) (City) (State) (Zip Code)

With what ecclesiastical body is this church affiliated with? _____

If you have attended this church less than one year, where were you attending before and for how long?

Church Name: _____

Church Address: _____
(Street) (City) (State) (Zip Code)

Reminder: A non-refundable application processing fee should accompany the completed application.

ENROLLMENT APPLICATION

Parent Questionnaire

(PLEASE PRINT CLEARLY)

Student's Full Name: _____
(Last) (First) (Middle)

Student's DOB: _____ Applying for GRADE: _____

Please answer the questions below to enable us to better understand your child.

What are your child's greatest strengths? _____

What are your child's greatest challenges? _____

What are your child's special interests? _____

Describe your child's relationship with his/her peers. _____

Does your child receive any tutoring or academic enrichment outside of the classroom? Yes No

If yes, please explain. _____

What is your child's most difficult subject? Why? **(For K-8 Only)** _____

ENROLLMENT APPLICATION

Parent Questionnaire (cont'd)

Is your child open to discipline? Yes No

Does your child have problems obeying rules and/or following school policies relative to discipline issues?

Yes No Please explain. _____

What discipline procedures do you practice at home? _____

How will you support FCA in addressing discipline issues that may arise with your child? Please explain.

Has your child had any disciplinary problems at the current school, home or daycare center? Yes No

Please explain. _____

If you have additional information that would assist the committee in making the correct decision relative to whether or not FCA is the best environment for your child, please feel free to include it on the back of the questionnaire or attach an additional sheet of paper.

I understand that withholding or misrepresenting information requested in this questionnaire may jeopardize my child's opportunity to be admitted to FCA. My signature below affirms that all of the information contained in this application is correct, complete, and truthfully presented.

To the Parents(s)/Guardian(s): Please read and sign the statement below.

I acknowledge that by signing below I waive my right to read confidential teacher evaluations and school reports for the aforementioned candidate. I understand that this information will not become part of his/her permanent file, nor will this information be forwarded to any other institution without my prior written approval.

Signature of Father or Guardian

Date

Signature of Mother or Guardian

Date

ENROLLMENT APPLICATION

Student Questionnaire (To be completed by applicants entering Grades 3-8 only)

(PLEASE PRINT CLEARLY)

Name: _____ DOB: _____ Applying for GRADE: _____

In your own handwriting, please answer the following questions so that we may better know you. Write your responses in complete sentences.

1. What is your favorite academic subject? Why? _____

2. What is your least favorite academic subject? Why? _____

3. What is your favorite book? Why? _____

4. Tell us what qualities you most value in your friends. _____

5. Tell us about something that is very important to you. _____

ENROLLMENT APPLICATION

Student Questionnaire cont'd (To be completed by applicants entering Grades 3-8 only)

6. Why are you interested in attending FCA? _____

Please list all activities below that you have participated in.

The Arts (dance, singing, drama, etc.):

Math/Science:

Community Service:

Athletics:

Other:
